

Housekeeper

Vacancy Announcement

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| WORK HOURS: | Full-time, 40 hours/week Additional hours may be required |
| STARTING SALARY: | \$38,358 p.a. + Superannuation + Allowances |
| CLOSING DATE: | Friday 17 September, 2010 |

POSITION: HOUSEKEEPER (ORE-3)

Incumbent serves as the Housekeeper and Server at the U.S. Consul General's residence in Perth, providing the highest standard of service to the Consul General and her guests. Operates as a member of a team, along with the Chef/House Manager, gardener, contracted personnel and the Consulate General's Services staff, ensuring the Consul General's residence is well maintained and welcoming.

Description of Duties

Housekeeping (75%)

Executes daily housekeeping throughout the residence including cleaning of lounges, bedrooms, bathrooms, dining room, terrace, entry walkways and balcony areas, etc.

Washes laundry, ironing and making minor repairs to linens and clothing as necessary.

Prepares residence for official (formal) luncheons, dinners, morning and afternoon teas, receptions and suppers.

Identifies supply requirements for cleaning and laundry supplies, paper products, etc. Controls stock so minimum levels are maintained, working with House Manager to make purchases within set budgets.

Identifies household maintenance problems and routine handyman needs, and in consultation with House Manager and Consulate staff, makes minor household repairs.

Assists House Manager in care and management of household inventory (e.g. linen, silver service, glassware, crockery, cutlery, other household items and equipment, etc.).

Maintains a high standard of service and cleanliness with particular attention to occupational health, hygiene, and workplace safety.

Server (20%)

Helps Chef with preparation and clean-up of and is primary server at official (formal) luncheons, dinners, morning and afternoon teas, receptions and suppers.

Trains additional staff hired to support specific events.

Other duties as directed (5%)

Selection Criteria

- At least two years experience keeping a house with a high standard of cleanliness.
- Experience in laundry and an understanding of fabrics.
- Basic sewing skills.
- Demonstrated common sense, reliability, tact, and discretion.
- Experience as an effective team member.
- Ability to work flexible hours.
- Ability to establish priorities and work with minimal supervision and direction.
- Experience serving (in a restaurant or at catered events).
- Familiarity with occupational health and safety requirements and maintain a high level of health, hygiene, security and safety.
- High School Certificate or Trade Certificate.
- Ordinarily Resident applicants must possess a current work permit or visa status that authorizes employment in Australia.

FOR MORE INFORMATION PLEASE CONTACT

Anoutchka Payet on 08 9 202-1224, email: payetam@state.gov

TO APPLY

Applicants Interested in this position should submit their resume to

Regional Human Resources Office
US Consulate General
16 St Georges Terrace
PERTH WA 6000

We are unable to accept hand delivered applications.

Only applications received before COB on Friday 17 September 2010 will be considered.

Applicants will be selected based on equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The selection process will also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The Official Residence is a smoke and drug free work environment